

1/14/98

**SUBJ: TECHNICAL PERSONNEL EXAMINERS (TPE) STANDARDIZATION SEMINAR 1998, 1999, AND 2000 SCHEDULE**

- 1. PURPOSE.** This order publishes the schedule of seminars for the standardization of designated mechanic examiners (DME) and designated parachute rigger examiners (DPRE). This order explains the registration process for attending these seminars.
- 2. DISTRIBUTION.** This order is distributed to branch level, Flight Standards Service; branch level, Regional Flight Standards Divisions; Flight Standards District Offices; International Aviation Field Offices; International Field Offices; and directly to all DME and DPRE.
- 3. CANCELLATION.** Order 8610.11D, Technical Personnel Examiners (TPE) Standardization Seminar 1996, 1997, and 1998 Schedule, dated May 5, 1996, is canceled.
- 4. BACKGROUND.**

**a. All DME and DPRE candidates are required to attend and pass an Initial TPE Standardization Seminar** as one condition of designation.

**b. All current DME and DPRE must attend and pass a Recurrent TPE Standardization Seminar** each 2 years as one condition of continued renewal. If necessary, the supervising FAA district office may extend the 2-year recurrent training requirement. However, this extension shall not exceed 12 additional months.

**5. PROCEDURES.**

**a. The schedules for 1998, 1999, and 2000 are published in** Appendix 1, Initial TPE Standardization Seminar 1998, 1999, and 2000 Schedule, and Appendix 2, Recurrent TPE Standardization Seminar 1998, 1999, and 2000 Schedule. The schedule is also available in the Internet at the following address.

**<http://www.mmac.jccbi.gov/afs/afs600/sim.html/>**

**b. Examiner attendance at the Initial TPE Standardization Seminar** is arranged by the examiner, after concurrence with the supervising Federal Aviation Administration (FAA) district office. Attendance for Recurrent TPE Standardization Seminars is arranged for by each examiner.

**c. Aviation Safety Inspectors (Airworthiness)** who administer mechanic or parachute rigger oral and practical tests or who supervise TPE, are encouraged to attend standardization seminars on the same basis as their designated examiners.

**6. INITIAL SEMINAR.**

**a. Seminar Description.** Increased emphasis on the oral and practical tests, use of the oral and practical tests and test guides, use of the related forms, test planning, evaluation of applicants, and certification file

**Distribution:** A-W(FS)-3; A-X(FS)-3; A-FFS-5,7(MAX);  
A-FIA-0(MAX); ZAC-341(DME); ZAC-342(DPRE)

**Initiated By:** AFS-640

disposition will be covered in the 24-hour (3-day) lecture and workshop seminar. Each seminar participant will practice examiner job functions using the actual materials. Seminar hours are from 8 a.m. to 5 p.m.

**b. Examiner Scheduling.**

(1) A schedule of Initial TPE Standardization seminars is shown in appendix 1. The initial seminar is for all prospective examiners. Initial seminars are held in Oklahoma City, Oklahoma.

(2) A registration fee of \$180 must be paid prior to attending the Initial TPE Standardization Seminar. All registrations for the Initial TPE Standardization Seminar is arranged by the examiner, after concurrence with the supervising FAA district office. Arrangements for registration and paying this fee may be made by mail or telephone. The address is: Designee Seminar Pay Back System; AFS-640; P.O. Box 25082; Oklahoma City, OK 73125. The telephone number is: (405) 954-0138. Registration can also be sent via FAX to (405) 954-0189. **There will be no arrangements for paying at the door.** Class size is limited, and attendees will be assigned on a "first-come" basis.

(3) Prospective examiners must meet the requirements of the most current version of Order 8610.4, Aviation Mechanic Examiner Handbook, or Order 8610.5, Parachute Rigger Examiner Handbook, for designation sought before they may be scheduled to attend an initial seminar. The prospective examiner must have been evaluated by the National Examiner Board (NEB), and have passed the predesignation test prior to attending the Initial Seminar.

**7. RECURRENT SEMINAR.**

**a. Seminar Description.** Recurrent training will provide continued emphasis on the oral and practical tests; a review of the current policy and regulations as they apply to DME/DPRE functions; and airman certification procedures. A schedule of Recurrent TPE Standardization Seminars for DME's and DPRE's is shown in appendix 2. Seminar hours are: 8 a.m. to 5 p.m.

**b. Examiner Scheduling.**

(1) Recurrent seminars are usually conducted at cities in which FAA district offices are located. Because of low examiner population in individual districts, most seminars serve more than one district. Each examiner or inspector is responsible for making arrangements such as registration and hotel accommodations. There are no geographic limitations with regard to seminar attendance.

(2) A registration fee of \$60 must be paid prior to attending the Recurrent TPE Standardization Seminar. All registrations for the Recurrent TPE Standardization Seminar is arranged by the examiner, after concurrence with the supervising FAA district office. Arrangements for registration and paying this fee may be made by mail or telephone. The address is: Designee Seminar Pay Back System; AFS-640; P.O. Box 25082; Oklahoma City, OK 73125. The telephone number is: (405) 954-0138. Registration can also be sent via FAX to (405) 954-0189. **There will be no arrangements for paying at the door.**

(3) Designated examiners should have previously completed the initial seminar to be eligible to attend the recurrent seminar.

**8. INFORMATION CURRENCY.** Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded for consideration to AFS-640. Your assistance is welcome. FAA Form 1320-19, Directive Feedback Information, is attached. Please use the "Other Comments" block of the form, and provide an explanation of why the suggested change is necessary. Also, you may

“mark up” a copy of the pertinent information or provide a handwritten note for consideration. If clarification is urgently needed, you may call AFS-640 at (405) 954-4220 for guidance. However, you should also use the form as a followup to verbal conversation.

/s/ Robert D. Cook  
Acting Director, Flight Standards Service

**APPENDIX 1. INITIAL TPE STANDARDIZATION SEMINAR  
1998, 1999, AND 2000 SCHEDULE****1998**

<b>DATES</b>	<b>SEMINAR LOCATION</b>
Mar 17-19	Oklahoma City, OK
August 11-13	Oklahoma City, OK

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**1999**

<b>DATES</b>	<b>SEMINAR LOCATION</b>
March 30-April 1	Oklahoma City, OK
July 27-30	Oklahoma City, OK
September 21-23	Oklahoma City, OK

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**2000**

<b>DATES</b>	<b>SEMINAR LOCATION</b>
March 28-30	Oklahoma City, OK
June 6-8	Oklahoma City, OK
September 19-21	Oklahoma City, OK

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**APPENDIX 2. RECURRENT TPE STANDARDIZATION SEMINAR  
1998, 1999, AND 2000 SCHEDULE**

## 1998

<b>DATES</b>	<b>SEMINAR LOCATION</b>	<b>REGION</b>
January 13	Sacramento, California	AWP
January 27	Fort Worth, Texas	ASW
February 10	College Park, Georgia	ASO
April 21	Charleston, West Virginia	AEA
May 12	Cleveland, Ohio	AGL
July 14	Seattle, Washington	ANM
July 16	Anchorage, Alaska	AAL
August 4	Ft. Lauderdale, Florida	ASO
September 15	Springfield, Illinois	AGL
October 20	Rochester, New York	AEA
November 17	Wichita, Kansas	ACE

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## 1999

<b>DATES</b>	<b>SEMINAR LOCATION</b>	<b>REGION</b>
January 26	Raleigh, North Carolina	ASO
February 9	San Antonio, Texas	ASW
March 2	Cincinnati, Ohio	AGL
March 16	Jackson, Mississippi	ASO
April 13	Albany, New York	AEA
April 27	Scottsdale, Arizona	AWP
May 11	Ft. Lauderdale, Florida	ASO
June 8	Helena, Montana	ANM
June 22	Minneapolis, Minnesota	AGL
July 13	Portland, Maine	ANE
August 10	San Diego, California	AWP
August 24	Denver, Colorado	ANM
September 14	Little Rock, Arkansas	ASW
October 19	St. Louis, Missouri	ACE
November 2	San Jose, California	AWP

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**APPENDIX 2. RECURRENT TPE STANDARDIZATION SEMINAR  
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**2000**

<b>DATES</b>	<b>SEMINAR LOCATION</b>	<b>REGION</b>
January 11	Fresno, California	AWP
January 25	Dallas, Texas	ASW
February 15	Birmingham, Alabama	ASO
March 7	Albuquerque, New Mexico	ASW
April 11	Teterboro, New Jersey	AEA
May 9	Milwaukee, Wisconsin	AGL
May 23	Orlando, Florida	ASO
June 20	Anchorage, Alaska	AAL
July 11	Portland, Oregon	ANM
August 1	Grand Rapids, Michigan	AGL
August 15	Oklahoma City, Oklahoma	Makeup
September 12	Richmond, Virginia	AEA

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